

## STANDARD OPERATING PROCEDURE FOR PLAN REVIEWS, SITE REVIEWS AND CONSTRUCTION INSPECTIONS

### I. GENERAL: This instruction supplements RD Instruction 1924-A

Establish a Standard Operating Procedure (SOP) for Plan Reviews, Site Reviews and Construction Inspections of Rural Development Single Family Housing (SFH), Multi-Family Housing (MFH) and Community Facilities (CF) programs within the State of Oregon.

### IMPLEMENTATION RESPONSIBILITIES:

#### I. EMPLOYEE RESPONSIBILITIES:

A. Inspection Personnel - The Rural Development Manager (RDM) or MFH Specialist will make periodic and final inspections of work as appropriate to protect the security interest of the Government. The borrower should join the RD Staff in making all final inspections. Primary duties will be performed in the Local Area Office service area and will include plan reviews, construction inspections of single family housing projects, site reviews, annual security inspections, warranty follow-ups, and informing contractors of RD construction requirements. Technical advice is available from the Construction Analyst (CA), State Architect (SA) or State Engineers (SE).

B. The Construction Analyst and State Architect are members of the MFH Section and work primarily in the MFH and Community Facilities programs, advising the loan approval officials of technical suitability.

Generally, the CA and SA provide technical information to RD personnel for applicants, builders and other related construction industry personnel. They also conduct construction inspections, participate in preconstruction conferences, construction problem resolution, make plan reviews, site inspections and technical recommendations. They will provide training to RD personnel in the planning, monitoring and performing of construction development.

C. The State Architect and Engineers provide technical advice, technical review, training, and guidance to the Program Directors, RDM's, Loan Specialists, and other personnel which includes assistance to the Rural Business Services (RBS) program as requested. The SA and SE maintain working contacts with representatives of other governmental agencies, manufacturers, design professionals, National Office Program Support Staff and consultant organizations.

D. The SA, SE and/or CA will schedule and meet with consultants who have not previously worked on RD projects, and as requested, for SFH projects. They will also do cost estimating and maintain cost data on RD projects.

## II. STANDARD OPERATING PROCEDURES:

### A. Site and Plan Review and Acceptance

1. Subdivisions: RD does not review or approve subdivisions. Each site accepted by RD must meet the requirements of §1924.115.
2. Single Family Housing

- a. Plan Certification

See OR PN, which qualifies the local building permit as adequate certification that the documents meet RD standards. RD Inst. 1924-C, Exhibit B will be the minimum standard for applicants and developers in preparing proposals and supporting documents, in addition to §1924.105 (b).

- b. Site Inspection – New Construction

The RDM will inspect scattered building sites to determine that the location conforms with applicable program requirements set forth in RD Instructions. Document the inspection and your findings. Site selection is an important decision in the loan making process.

The site is to be located in a residential area separated from commercial or industrial zones and operations.

The residential area must be designed and developed for the orderly location of streets, utilities, and building sites.

The residential development must provide a desirable, safe, functional and attractive living environment and ensure long-term market appeal that will be acceptable to the typical home buyer.

- c. Existing Homes

Generally all existing homes, whether presently funded through RD or outside the program, should be inspected by RD to determine program suitability. The RDM may make a suitability determination without an inspection if he/she has sufficient and current knowledge of the property. The RDM, when inspecting the property for suitability, should prepare an itemized list of repairs prior to requesting an appraisal.

Certifications of inspection by qualified persons for adequacy of electrical, plumbing, heat, water, sewage disposal systems, termite infestation, thermal standards and woodstove/fireplace may be necessary prior to an appraisal being made or a repair list prepared.

d. General

The purpose of conducting an on-site inspection of the dwelling or building site is to determine the following:

- (1) Suitability of the dwelling and/or site for program compliance in accordance with RD Instructions 1965-C, 1955-A and 1955-B.
- (2) Eligibility of the dwelling and/or site in accordance with RD Instruction 1944-A.
- (3) Thermal performance of dwelling in accordance with RD Instruction 1924-A.
- (4) Rural area determinations in accordance with RD Instruction 7CFR Part 3550.56.
- (5) Flood insurance requirements in accordance with RD Instruction 426.2.
- (6) Environmental program compliance in accordance with RD Instruction 1940-G.
- (7) Repairs necessary to ensure the property meets RD's lending requirements. (This list of repairs will be provided to the contractor to ensure the appraisal reflects the "as improved" value.)

3. Multi Family Housing:

- a. MFH Site Review – Review of MFH sites will be made by the Loan Specialist upon receipt of an eligible MFH pre-application. The SA or CA will join in the site inspection, whenever possible. The SA or CA will document comments and recommendations to determine overall desirability and conformance with the site location requirements as indicated in RD Instruction 1944.215 (p) on the site observation report. Acceptance or rejection of the site will be made by the MFH Director and will be recorded on the site observation report. Final acceptance of the site should be made prior to issuance of the AD-622.

Before final site acceptance, the MFH Director will consider site requirements identified in RD Instructions 1944-E, and 1924-C, the SA/CA recommendations and any mitigation measures identified in the complete environmental assessment. The Civil Rights

Impact Analysis and Environmental Assessment must be completed prior to site acceptance.

b. MFH Plan Submittal - MFH plans will be submitted in three separate stages in accordance with Exhibit C of this AN.

c. MFH Plan Review

(1) The SA or CA will review all MFH contract documents.

(2) The SA or CA will make recommendations on the acceptability of contract documents to the MFH Director. They will correspond directly with the Project Architect during construction document development with a copy of all correspondence to the appropriate Loan Specialist.

(3) The reviews will be accomplished in accordance with the "Guide for the Preparation and Submittal of Architectural Exhibits for MFH Projects"(Exhibit C to this AN).

(4) The SA or CA will make a recommendation on the acceptability of completed (final) plans, specifications and contract documents to the MFH Director. The MFH Director will advise the Loan Specialist of the acceptability of the final contract documents.

The SA/CA and Loan Specialist will indicate acceptance of the specifications on the title page of said document and indicate acceptance on the first sheet of the drawings.

#### 4. Community Programs:

a. CP Site Review – Review of sites will be made by the Loan Specialist upon receipt of an eligible pre-application. A joint inspection of the site by the Specialist and the SA or CA will be made whenever possible. The SA or CA will document comments and recommendations to determine its overall desirability and conformance with the site location requirements as indicated in RD Instruction 1944.215 (p) on the site observation report. Acceptance or rejection of the site will be made by the SA or CA in consultation with the specialist. Final acceptance of the site should be made prior to issuance of the AD-622. The Civil Rights Impact Analysis and Environmental Assessment must be completed in conjunction with site review.

- b. Community Facilities Plan Submittal - Plans will be submitted in three separate stages in accordance with Exhibit C of this PN.
- c. CF Plan Review
  - (1) The SA or CA will review all Community Facilities contract documents.
  - (2) The SA or CA will approve or disapprove of contract documents. They will correspond directly with the Project Architect during the construction document development with a copy of all correspondence to the appropriate Loan Specialist.
  - (3) The reviews will be accomplished in accordance with the attached guide (Exhibit C to this AN).
  - (4) The SA or CA will indicate acceptance of the Project Manual on the title page of said document and on the cover sheet of the drawings.
- d. Contracts – The 1942-A Instruction requires that all Design/Build and Construction Management proposals be reviewed by the SA or SE prior to submittal to the National Office. Additionally, all proposals for competitive or non-competitive negotiation or unconventional construction proposals must be submitted for SA or SE review and acceptance.

## 5. General

All submittals will be promptly reviewed for completeness by RD. Incomplete submittals will be speedily returned to the Applicant with an explanation of the reason for the return. Applicants will be notified of any anticipated delays in the review process.

### Construction Inspections

#### 1. Single Family Housing and Manufactured Housing

The Local Area Office staff will make single family housing construction inspections. The CA and SA will be responsible for training staffs in performing these inspections. The CA, SA and SE will be available for technical assistance, monitoring and problem resolution.

Detailed inspection reports using Form RD 1924-12, "Inspection Report," will be made for SFH inspections.

Guidance on inspection requirements for manufactured housing is contained in RD Instruction 1924-A, Section 1924.9 (b)(1)(2) and (3) as well as in Exhibit 3 to the same instruction.

2. Multi-Family Housing

The Project Architect will be advised as to the time and date of RD inspections of MFH projects. RD will make a minimum of one project inspection per month. Each building will have at least the following inspections: pre-pour, pre-cover, and final inspection. Inspections should be scheduled to occur prior to RD's approval of the partial payment estimates. MFH inspections should be conducted by the SA/CA with the assistance of the Specialist. Copies of RD inspection reports will be sent to the Owner, Project Architect and Specialist. The original inspection report will be retained in the Area Office file and a copy will be retained in the State Office file.

3. Community Facilities

The Field Specialist will attend monthly project meetings to review construction and process payment requests. The SE or SA/CA will accompany the Specialist as time allows, and will conduct at least the following inspections: pre-pour, pre-cover and the final inspection. Copies of RD inspection reports are distributed to the Owner, Project Architect/Engineer and Specialist.

C. Change Orders

Change orders will be recorded on Form RD 1924-7 and processed in accordance with RD Instruction 1924-A, Section 1924.10. The following procedures will apply:

1. All change orders shall be signed by the borrower, consulting engineer or architect, and contractor prior to RD approval.
2. All change orders shall be accompanied by documentation to clearly show the justification for such changes and that the costs are reasonable.
3. Changes not involving project redesign with costs within loan approval authority may be approved by the RDM and /or Field Specialist, but should be submitted to the SA, SE or CA for technical and cost analysis.
4. All Change Orders exceeding the RDM's/Loan Specialist loan approval authority or delegated authority must be forwarded to the State Director for approval and must be accompanied by a statement that the conditions of the above procedures have been met and that sufficient funds are available to cover the change. Recommendations by the RDM and/or Field Specialist and SA/CA must accompany change orders submitted to the State Director.



## SINGLE FAMILY HOUSING SITE DETERMINATION AND SELECTION

SITE LOCATION/LEGAL DESCRIPTION

APPLICANT

GENERAL CRITERIA	GENERAL CRITERIA COMMENTS
1. The site is to be located in a residential area distinctly separated from commercial or industrial zones and operations.	
2. The residential area must be designed and developed for the orderly location of streets, utilities, and building sites.	
3. The residential development must provide a Desirable, safe, functional and attractive living environment and ensure long-term market appeal that will be acceptable to the typical home buyer.	
SITE CHARACTERISTICS	SITE CHARACTERISTICS COMMENTS
1. Size and configuration. (Sketch on reverse, if necessary.)	
2. Public utilities provided.	
3. Effects from nearby smoke, odors, traffic noise, etc.?	
4. Location of utilities.	
5. Length of street frontage?	
LOCATION	LOCATION COMMENTS
1. New or old residential area.	
2. Quality of homes in the neighborhood.	
3. Age and condition of homes in the neighborhood.	
4. Separated from commercial or industrial properties?	
5. Any nonconforming uses?	

SITE DRAINAGE		SITE DRAINAGE COMMENTS
1.	Is site above street or adjacent properties?	
2.	Avoid sites that are more than 3 foot above or below the street.	
3.	Do adjacent properties drain onto the site?	
4.	Site in a flood hazard area?	
5.	Do streets or ditches provide off site drainage?	
6.	Do ditches and drainage ways have easements?	
7.	Are drainage ways maintained by city or county?	
SITE SLOPES		SITE SLOPES COMMENTS
1.	Site slope: gentle/moderate/steep?	
2.	Avoid sites with banks that exceed 2:1.	
3.	Sites that require driveways of more than 14% slopes are not acceptable.	
STREET ACCESS		STREET ACCESS COMMENTS
4.	Street right-of-way should be not less than 40 ft.	
5.	Street pavement width for residential streets should be at least 32 ft., but not less than 26 ft. unless additional off street parking is provided on site.	
6.	Street to be public right-of-way with local authorities to provide maintenance.	
7.	Sites should be adjacent to residential streets. Avoid highways, thoroughfares and collector streets.	
8.	Streets are to be paved with drainage provided.	
9.	Graveled streets are to be paved if adjacent to paved streets.	

SOIL CONDITION.	SOIL CONDITION COMMENTS
1. Soil stability is most important: Expansive, compressible or shifting soils should be avoided, removed or special foundation design installed as per State Code requirements.	
2. Soil percolation: Percolation is more important for flat lots with little or no off-site drainage and sites where septic systems are being proposed or already exist.	
3. Groundwater table: Sites that are flat and soil percolation is poor may require higher crawl space elevation to achieve required drainage. This will apply to both new construction and existing houses.	
4. Depth and Quality of top soil: 2 to 3 feet is about the minimum depth of soil to support plant growth. Most soils are suitable for plant growth. Soils containing 15% or more rock and sand by volume should be avoided.	
5. Any imported fill or evidence of buried debris?	

I certify I have inspected the site identified for the purposes set forth in USDA/RD Instructions.

Date \_\_\_\_\_

Signed \_\_\_\_\_

Title \_\_\_\_\_

Name of Project \_\_\_\_\_ Location \_\_\_\_\_

## GUIDE FOR THE PREPARATION AND SUBMITTAL OF ARCHITECTURAL EXHIBITS FOR MULTI-FAMILY HOUSING (MFH) PROJECTS

### GENERAL

All MFH projects of five or more units are required to have architectural services provided by a licensed Architect registered in the State of Oregon. The applicant's initial contact point is the RD Local Area Office. The Project Architect's contact will also be the RD State Architect or Construction Analyst.

### APPLICABLE STANDARDS AND CODES

All MFH projects are to be designed to meet or exceed the following minimum standards and codes:

1. The Manual of Acceptable Practices MPS 4930.1. The MAP is not mandatory fully illustrated guide.
2. RD Instruction 1924-C, including Exhibits A, B, & C "Planning and Performing Site Development Work."
3. RD Instruction 1924-A, including Exhibits A, C, & D, "Planning and Performing Construction and Other Development."
4. The Uniform Federal Accessibility Standards (UFAS) effective October 4, 1984.
5. Fair Housing Accessibility Guidelines, Department of Housing and Urban Development, effective March 6, 1991.
6. State of Oregon Structural Specialty Code and Fire and Life Safety Code.
7. Local ordinances and regulations.

All proposals will proceed through three phase processing: schematic, preliminary and final. Only complete submittals will be accepted for review. Incomplete submittals will be promptly returned to the applicant for completion. It is the responsibility of the applicant to coordinate all loan docket items which include architectural submittals. The applicant will submit two sets of all architectural submittals to RD.

Accompanying this Exhibit are three Exhibits: B-1 "Schematics," B-2 "Preliminary Plans and Specifications" and B-3 "Finals."

The Exhibits outline in detail the information to be submitted with each phase. Upon submittal of the information required for each phase the Project Architect will submit the appropriate Exhibit with the declaration statement signed.

## SCHEMATICS

Schematics are to be submitted by the applicant with the pre-application to the RD Local Area Office. The schematics submittal is intended to clearly and fully describe the nature and scope of the project. The schematic submittal will include, as a minimum, the following information:

1. Project Data A narrative description of the proposed project to include:
  - a. RD project type (MF, SC, LH, etc.)
  - b. Bedroom mix.
  - c. Occupancy group, construction type, floor area, and number of stories.
  - d. Present zoning and indication of any zoning changes, variances, etc.
  - e. Parking ratio.
  
2. Vicinity Map
  - a. Location of site.
  - b. Current and anticipated usage of surrounding properties.
  - c. Location of existing community facilities. Relationship and access to schools, churches, shopping, police, fire, postal and medical.
  - d. Access - adjoining streets and utilities.
  - e. Floodplain (indicate the relationship of the 100 year floodplain to the project site).
  
3. Schematic Site Plan Include the following as a minimum:
  - a. Topographic Information:
    - (1) Scale drawing illustrating size, elevations and boundaries of the parcel of ground to be developed. Note: A legal survey by a registered land surveyor is not required at this time but if available, please submit.

- (2) Onsite and offsite features which will affect the design: Lot slope, trees, and natural landscaping, soils report (an NRCS Soils Report would be acceptable), ground water and springs, roads, views, potential hazards and any drainage problems.
  - (3) Location and type of utilities (storm sewer, sanitary sewer, gas, water, electric, etc.) and type of ownership such as public, community, or privately owned.
- b. Building location. Relation to site, setbacks from property lines, energy efficient siting (solar), access and parking, walkways, recreation areas, garbage enclosures, laundry facilities, recreation buildings, and tot lots. Anticipated cuts and fills should be shown.
- 4. Schematic Building Plans - Elevations and sections for each type of building proposed.
  - 5. Schematic unit Plans - (indicate number and type of each)
  - 6. Outline specifications - General discussion of materials and type of construction proposed.
  - 7. Cost Estimate - (cost estimates to include land development costs, construction costs, architectural/engineering fees, interest, permit fees, etc.)

Declaration Statement

I declare that all parts of this submittal are correct and complete, to the best of my knowledge.

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Signature of Project Architect

Date

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Name & Location of Project

## PRELIMINARY PLANS & SPECIFICATIONS

If the applicant is notified to proceed with an application by the issuance of Form AD-622, "Notice of Pre-application Review," the Architect may proceed with the preliminary phase of the architectural submittal. This phase will only be reviewed after an executed Architectural Agreement with the owner/applicant has been approved by RD. The preliminaries shall be submitted to the RD State Architect or Const. Analyst.

The preliminaries will be developed in accordance with the RD approved schematic submittal.

The Architect will provide a narrative response to RD addressing RD's concerns identified in the schematic submittal review.

1. Topographic Survey- (prepared and signed by a licensed surveyor or engineer).
2. Site Plan - (drawn to scale).
  - a. Building locations, roads, parking, utilities, walkways, recreation areas and trash receptacle areas.
  - b. Show additional site design elements as applicable: fencing, landscaping, plant screen, view direction, etc.
3. Building Plans - (minimum scale 1/8" = 1'-0").
  - a. Dimensioned building plans.
4. Typical Unit Plans - (minimum scale 1/4" = 1'-0"). Indicate rooms and storage areas.
5. Building Elevations - (minimum scale 1/8" = 1'-0").
6. Typical Building Sections - minimum scale 1/4" = 1'-0").
  - a. Indicate materials and sizes.
  - b. Show vertical dimensions and roof slope.

7. Preliminary Specifications - (Trade type specifications in CSI [Construction Specifications Institute] format). The specifications should be complete, clear, and concise with adequate description of the various classes of work shown under the property sections and headings.
8. Thermal Performance Standards The plans should verify compliance with USDA/RD Instruction 1924-A, Exhibit D, or the Oregon Energy Code.
9. Detailed Cost Breakdown per RD form 1924-13.

Declaration Statement

I declare all parts of this submittal are correct and complete, to the best of my knowledge.

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Signature Project Architect      Date

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Name & Location of Project

## FINALS

After approval of the preliminary phase by RD, final plans and specifications shall be prepared and submitted to the RD State Architect or Const. Analyst. The final plans and specifications must be specific and complete so there is a clear understanding of the materials that will be used. The RD review comments on the preliminary submittal should be addressed by the Applicant and Architect in narrative form. The final submittal phase shall meet the applicable Standards and Codes referenced earlier in the Exhibit.

The final submittal shall include as a minimum the following items:

1. Vicinity Map
2. Project Data - Include the following in tabulation form on the cover sheet or first sheet:
  - a. Planning Zone.
  - b. Occupancy Type (per Code classification).
  - c. Building Type (per Code classification).
  - d. Total Site Area.
  - e. Total Building Area (all floors).
  - f. Total Unit Living Area-by type.
  - g. Laundry and Common Storage Areas.
  - h. Quantity of parking spaces.
3. Topographic Survey - (signed by licensed land surveyor or engineer).
4. Site Plan and Details
5. Grading Plan
6. Building Plans - (including foundation, roof, and floor framing)
7. Unit Plans
8. Building Elevations
9. Building Sections and Details - (door, window, and finish schedules)
10. Interior Elevations
11. Mechanical Plans - (plumbing and heating)

12. Electrical and Lighting Plans
13. Landscape Plan
14. Irrigation Plan : (when required).
15. Specifications & Project Manual
16. Thermal Performance Standards - (Including heat loss calculations showing compliance with USDA/RD Instruction 1924-A, Exhibit D, or Oregon Residential Energy Code).
17. Final Cost Breakdown - (Same cost items as required for the preliminary submittal).
18. Declaration by the applicant's Architect that the final plans and specifications meet all of the Applicable Standards and Codes referenced earlier in this Exhibit.

The applicant will be notified when RD completes the review of the final plans and specifications.

Copies of the review and approval of the final plans and specifications by the State Fire Marshal and the appropriate code official must be submitted to RD before construction may proceed.

#### Declaration Statement

I declare all parts of this submittal are correct and complete, to the best of my knowledge.

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Signature of Project Architect      Date

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Name & Location of Project